

Wright State University RECORDS RETENTION SCHEDULE (RRS)

New	
Revision	X
Addition	
Page	1 of 4

Instructions: This form establishes a schedule of retention and disposal for the listed records series, based on procedures provided by Section 149.333 of the Ohio Revised Code. Offices are required to submit a [Certificate of Records Disposal \(CRD\)](#) to the University Records Manager prior to the disposal of records listed on their retention schedule, as per [Wright State Policy 12220](#). This schedule shall become effective on the last date approved. Obtain approvals and return to the University Records Manager, Special Collections and Archives, 401 Dunbar Library. For assistance, please call ext. 2017, or write to chris.wydman@wright.edu.

Originating Office/Department Code: Undergraduate Admissions

UNAD

Division: Enrollment Management

¹**Medium code:** P=Paper, M=Microfilm/Fiche, E=Machine Readable

²**Value code:** C=Confidential, H=Historical, R=Restricted, V=Vital

³**Description:** A separate retention period is required for each medium in the same records series.

WSU Records Series Number	Medium Code ¹	Value Code ²	Records Series Title and Description ⁵	IUC Number	Retention Period
UNAD18-01	P/E	C	<p><u>Application Files for Applicants Who Do Not matriculate</u></p> <p>Records related to applicants who do not matriculate, whether denied admission or accepted and do not enter. Includes applications for admissions/readmissions, correspondence, letters of recommendation, entrance examinations and placement test reports, advanced placement records, and transcripts. This series also includes transcripts not accompanied by application forms.</p> <p>NOTE: Files for students who apply are retained electronically. Files for students who do not apply are maintained in hard copy</p>	General Schedule GS10	<p>Retain for one year after application and then destroy.</p> <p>Note: <i>This records series is covered by the General Schedule therefore a Certificate of Destruction is not required when records are destroyed. Destruction of records should be performed in a manner that maintains confidentiality according to FERPA.</i></p>
UNAD18-02	E	C	<p><u>Application Files for Applicants Who Matriculate</u></p> <p>Records related to applicants who matriculated. Includes applications for admissions/readmissions, "non-routine" letters, correspondence, letters of recommendation, entrance examinations and placement test reports, advanced placement records, and academic transcripts as well as residence information.</p>	EDU1010	<p>Retain while active plus 1 year.</p> <p>Note: <i>Destruction of records should be performed in a manner that maintains confidentiality according to FERPA.</i></p>

Note: Longer term storage may include, but not be restricted to, archives, an institutional records storage center, and conversion to digital formats and/or microfilm or other acceptable mass storage media (per Sec. 9.01 of the Ohio Revised Code).

Wright State University
RECORDS RETENTION SCHEDULE (RRS)
 (continuation sheet)

New	
Revision	X
Addition	
Page	2 of 4

¹**Medium code:** P=Paper, M=Microfilm/Fiche, E=Machine Readable

²**Value code:** C=Confidential, H=Historical, R=Restricted, V=Vital

³**Description:** A separate retention period is required for each medium in the same records series.

WSU Records Series Number	Medium Code ¹	Value Code ²	Records Series Title and Description ³	IUC Number	Retention Period
UNAD18-03	E	C	<p><u>Application Information for Applicants Who Matriculate (SalesForce)</u></p> <p>Records related to applicants who matriculated. Includes information transferred from the application for admission/readmission, information on entrance examinations and placement test reports, advanced placement records, and record of transcripts received.</p> <p><i>NOTE: The Office of Enrollment Processing utilizes Salesforce platform (SM) to process applications, which then pushes the data to Banner as system of record</i></p>	EDU1010	Retain while active + 5 years then delete from system [as per policy for non-permanent student records]
UNAD18-04	E	C	<p><u>Prospect Student Database</u></p>	ADM9910 IUC-ADM-00-05	Review every two years for continuing administrative value <i>Note: Destruction of records should be performed in a manner that maintains confidentiality according to FERPA.</i>
UNAD18-05	P/E		<p><u>Statistical Data/Reports- PSEOP</u></p> <p><i>Note: PSEOP reports are no longer used. Existing PSEOP reports will be retained for the duration of their retention period.</i></p>	EDU3000 IUC-EDU-30-01	Retain 6 years

Note: Longer term storage may include, but not be restricted to, archives, an institutional records storage center, and conversion to digital formats and/or microfilm or other acceptable mass storage media (per Sec. 9.01 of the Ohio Revised Code).

Wright State University
RECORDS RETENTION SCHEDULE (RRS)
 (continuation sheet)

New	
Revision	X
Addition	
Page	3 of 4

¹**Medium code:** P=Paper, M=Microfilm/Fiche, E=Machine Readable

²**Value code:** C=Confidential, H=Historical, R=Restricted, V=Vital

³**Description:** A separate retention period is required for each medium in the same records series.

WSU Records Series Number	Medium Code ¹	Value Code ²	Records Series Title and Description ³	IUC Number	Retention Period
UNAD18-06	P/E	C	<u>Personnel Files-Department</u> Staff personnel files. Files can contain position descriptions, applications, letters of appointment or change, personnel data, notice of salary rate, annual contracts, performance evaluations, PERS forms, previous state service forms, reclassification notices, letters of commendation or reprimand, publications, evidence of continuing education, transfers, leave of absence requests, payroll forms, vacation and sick leave reports, resignations, termination notices. Note: Long-term information is held by Human Resources	PER3000 IUC-HR-40-21	Destroy six years after termination. If subject to legal action, retain until final disposition.
UNAD18-07	P/E	C	<u>Personnel Files-Employee Selection</u> Vitae, letters, and records of individuals who have applied for staff positions in the Office of Admissions.	PER2000 IUC-HR-40-04	Retain for three years, then destroy.
UNAD18-08	P/E	H	<u>Policies and Procedures-Department</u> Includes standard operating procedures.	ADM9910 IUC-ADM-00-05	Retain while active plus ten years. Transfer one paper copy of each version to the University Archives.
UNAD18-09	P/E	H	<u>Recruitment Materials</u> Brochures, publications and other recruitment materials produced by the department to provide to prospective students.	PUB6000 IUC-PUB-00-05	Retain in the office for three years and then transfer one copy of each publicity item to the University Archives.

Note: Longer term storage may include, but not be restricted to, archives, an institutional records storage center, and conversion to digital formats and/or microfilm or other acceptable mass storage media (per Sec. 9.01 of the Ohio Revised Code).

Wright State University
RECORDS RETENTION SCHEDULE (RRS)
 (continuation sheet)

New	
Revision	X
Addition	
Page	4 of 4

¹**Medium code:** P=Paper, M=Microfilm/Fiche, E=Machine Readable

²**Value code:** C=Confidential, H=Historical, R=Restricted, V=Vital

³**Description:** A separate retention period is required for each medium in the same records series.

WSU Records Series Number	Medium Code¹	Value Code²	Records Series Title and Description³	IUC Number	Retention Period
UNAD18-10	P/E		Subject Files-Director's May include reports, memoranda, correspondence, policy and informational files pertaining to the formulation, planning, implementation, or modification, of recruitment strategies and admissions processes.	ADM9910 IUC-ADM-00-05	Retain in the office for three years. Then, review for continuing administrative or historical value.

Note: Longer term storage may include, but not be restricted to, archives, an institutional records storage center, and conversion to digital formats and/or microfilm or other acceptable mass storage media (per Sec. 9.01 of the Ohio Revised Code).